

MAIN FACS “TIPS & TECHNIQUES”

06/06/2003

Page 1

Volume 9, Issue #25

IMPORTANT: This issue contains important operating information for all users of R★STARS and ADPICS. Please distribute promptly.

In this issue:

- **ARCHIVING PROFILES IN R★STARS**
- **VOUCHER WITH A DISCOUNT NEEDS A TIMELY POST**

ARCHIVING PROFILES IN R★STARS

MAIN FACS online will not be available on Saturday, June 21, 2003, due to archiving profiles in R★STARS.

Unused profiles for Appropriation Year (AY) 02 and earlier will be archived. The following **unused profiles** will be included:

D03	Organization Code
D04	Program Code
D10	Comptroller Object
D11	Agency Object
D52	Function Code
20	Appropriation Number
24	Index Code
26	Program Cost Account (PCA)
26A	PCA – Index Edit
26B	PCA – Object Edit

The following profiles will be archived if the fiscal year (FY) is earlier than the prior closed year and there are no payments outstanding:

D23	Fund
D67	GL Tables Control

VOUCHER WITH A DISCOUNT NEEDS A TIMELY POST

When there are discount terms on a voucher, every effort should be made to get the voucher through the approval path and posted before the generated due date. The discount will be taken even if the due date is changed to a later date, or if the voucher does not make it through the approval path in time to meet the due date.

If you have any questions, please contact the MAIN Help Desk at (517) 373-6222 or 1-800-856-6246.